

CITY OF MILWAUKIE

CLASSIFICATION: FINANCE DIRECTOR

Department: Finance

Grade Number: 4

FLSA: Exempt

Location: City Hall

Management, Supervisory, Confidential Group

EEO Category 1: Officials and Administrators

DESCRIPTION:

Provide leadership, management, direction, planning and goal setting for the City's Finance Department and Court Operations to ensure delivery of quality municipal services. The Director is responsible for strategy and planning for all financial and court related issues facing the city. Conduct special projects as assigned by the City Manager.

This position works under the general supervision of the City Manager. As a member of the Department Director team, this position has direct input into City policies and procedures and advises the City Manager on related issues.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide leadership through planning, organizing, directing and supervising all activities of assigned departments to achieve goals within available resources related to the City's financial operations.
2. Study and standardize procedures to improve efficiency and effectiveness of assigned operations. Coordinate department activities with other departments and agencies as needed.
3. Plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress. Has authority to hire, evaluate performance and take corrective action as needed. Review reports prepared by staff, for completeness and accuracy.
4. Advise the City Manager, City Council, department heads, Boards and Commissions on financial and Court matters, including providing recommendations as needed. Respond to requests for information from the City Manager, Council, Boards, Commissions and other staff.
5. Prepare and administer the department budgets based on staffing and resource requirements and program objectives and goals. Monitor budgets to assure compliance with approved budget levels and standards.
6. Responsible for timely completion and accuracy of the City's budget and annual audited financial statements.
7. Responsible for preparation of financial forecasts, issuance of debt, preparation of rate analysis for the City's utility systems and financing of capital improvements.
8. Responsible for development and implementation of the City's financial policies and City's strategic financial planning.
9. Ensure integrity and accuracy of the General Ledger.
10. Maintain budget expenditure controls.
11. Prepare or ensure preparation of periodic financial reports.
12. Ensure the City's budget, accounting systems and reports are in compliance with all appropriate legal and regulatory requirements and Generally Accepted Accounting Principles for municipal agencies; assist with the development and implementation of accounting and internal control policies and procedures; assure adequate security for all financial assets.
13. Ensure all city purchases comply with adopted contracting regulations and procedures.
14. Maintain positive public relations with customers and is responsive to customer needs.
15. Develop safe work habits and contribute to the safety of self, co-workers and the general public.
16. Perform other duties as required.

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JOB SPECIFICATIONS:

(Job education and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience which ensure the ability to perform the work will be considered.)

Education:

Bachelor's degree from an accredited college or university in Accounting, Finance, Business Management or closely related field required. Masters of Business Administration preferred. Certified Public Accountant (CPA), Certified Management Accountant (CMA), preferred.

Prior Experience:

Eight years of progressively responsible related experience, including three years in a leadership role.

Knowledge of:

- Management and supervisory practices and principles.
- Fiscal management, including budget preparation, expenditure control and record keeping.
- Financial projection techniques.
- Finance modeling techniques.
- Debt financing theories and principles.
- Generally Accepted Accounting Principles and Government Accounting Standards including concepts, principles and practices of municipal finance administration as they apply to budgeting, investments and financial reporting.
- Local, State and Federal laws governing revenues and expenditures.
- Computerized accounting systems.

Skills and Abilities to:

- Manage investment programs.
- Plan, develop and implement fiscal management practice and systems.
- Manage debt financing.
- Prepare informational analysis and to perform problem solving to evaluate large amounts of information and then formulate decisions and recommendations.
- Make effective presentations.
- Maintain effective accounting procedures.
- Treat people with respect; inspire the trust of others; work with integrity and ethics; and represent City values.
- Develop and oversee complex budgets.
- Develop goals and long range planning.
- Analyze and evaluate departmental operations and develop and implement plans to improve operational efficiency.
- Ensure the preparation and analysis of comprehensive and technical reports.
- Manage multiple projects, often within tight timeframes.
- Establish and maintain effective working relationships.
- Work as a team member and cultivate a team climate.
- Perform the essential functions of the job.

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Special Requirements:

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.
- b) Must be able to pass the department's security clearance standards including review of driving record.

Supervision:

- a) This position has full scope of supervisory responsibility over assigned staff. Assigned staff includes Assistant Finance Director and Information Systems Technology Director.
- b) Operates under the general direction and supervision of the City Manager.

Communications:

- a) Frequent contact with staff, vendors, members of other government entities and some communication with elected officials.
- b) Communications are often complex and may be confidential.

Cognitive Functions:

- a) Work is performed highly independently with little direction. Some policies and procedures exist. Person in this classification determine own practices and procedures by contributing to the development of new concepts; duties must be performed within prescribed Governmental Accounting Standards.

Work Environment:

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed mostly in office setting.
- b) Evening meetings are required.
- c) Responds any hours to emergency situations.

Resource Accountability:

- a) This classification has budgetary authority and is responsible for the budget of the department.
- b) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.
- c) High impact on a considerable amount of City revenues including cash transactions and investments.
- d) High impact on accounting and financial documents such as the City budget, general ledger, payroll, accounts receivable, accounts payable and contracts.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drafted: 06/27/01
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